

# on the Record, Online

News about South Carolina's state and local government records management  
from the South Carolina Department of Archives & History

Volume 5 ♦ Number 1 ♦ September, 2006

For publications and further information about our services to  
state and local governments, check our [WEB](#) page.

## Electronic Records Consultant



Deputy South Carolina CIO Tom Fletcher and Enterprise Computing Services Director, Troy Travis, meeting with SCDAH electronic records consultant Greg Hunter on August 9. For more photos, [follow this link](#).

Greg Hunter, president of [Hunter Information Management Services, Inc.](#), is providing consulting service to the Archives on the preservation of and long-term access to archival electronic/digital records. Dr. Hunter is the Principal Archivist and Records Manager on a team headed by Lockheed Martin to build an [Electronic Records](#)

[Archives](#) (ERA) for the National Archives and Records Administration. While on a visit to South Carolina in August, Dr. Hunter met with staff at the Archives, the Judicial Department, the State Library, and the Office of the Chief Information Officer. He will return in late fall for additional meetings and discussions before submitting his final report and recommendations. Dr. Hunter's consultancy is funded by a [grant](#) to the Archives from the [NHPRC](#), the funding branch of the National Archives.

## Planning Progress Report



The July 21 SC SHRAB planning retreat facilitated by Nathan Strong and Tanika Byrd, SC Office of Human Resources.

As noted in the last issue of *On the Record, Online*, the Archives is engaged in extensive information gathering for a new strategic plan. This effort is being conducted in conjunction with the [SC State Historical Records Advisory Board's](#) (SC SHRAB) development of a new state plan for South Carolina's historical records. Focus groups and online surveys of state and local government officials and records users

have been conducted and will be fully considered in plan development later this year. Summary information on the information gathering performed thus far as well as links to reports on focus group sessions and surveys are available in the SC SHRAB planning group's [report on findings and issues](#) covering non-government as well as state and local government records.

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## Planning Progress Report *continued*

The SC SHRAB will convene issues groups this fall to recommend actions to address the following areas of concern: Advocacy and Collaboration, Identification, Preservation, and Physical Accessibility of Collections, Digital Access & Management of Electronic Records, and Training/Standards. In tandem with this, and based on the extensive information gathering on state and local government records, the Archives will conduct deliberations on a new Department strategic plan.

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## FY 2006 Accessions

The Archives accessioned 631 cubic feet of paper records and 241 rolls of microfilm of state and local government records in the past fiscal year. [Follow this link](#) to see a full list of the records accessioned.

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## Funding for Reference Room Saturday Opening



The FY 2006/2007 budget had some of the best news in many years, including the funding of two positions that will allow the Archives to open the Reference Room to the public on Saturdays. Due to deep cuts in funding, the Archives, in April of 2002, eliminated night and weekend hours. Presently, the Reference Room is open the second Saturday of every month. Beginning in January 2007, the Reference Room will be open every Saturday from 8:45am to 4:45pm.

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## Civil War Symposium

The Archives is co-sponsoring the ninth annual Civil War Symposium, September 22-23. [Follow this link](#) for details.

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## Genealogical Society of Utah (GSU) Project



State Archivist Roy Tryon, GSU volunteers Karen and Bill Zollinger, and Archives project coordinators Robert Murray and Nancy Piester.

Bill and Karen Zollinger recently completed nearly eighteen months of service at the Archives assisting in the microfilming of records and computer entry of security microfilm data. The GSU has provided volunteers to the Archives since 1999. The historical records microfilming projects have resulted in the filming of records for thirty-three counties on more than one thousand rolls of microfilm. For a listing, [follow this link](#).

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## SC Archives & Records Association Fall Meetings

The state's three top associations for records professionals will hold meetings this fall with programs that should have wide appeal:

### ***SC Archival Association, October 10***

The program includes sessions on digital copyright issues, archivists and freedom of information act and federal education laws, and arrangement, description, and care of photographs. For details, [follow this link](#).

### ***SC Public Records Association, November 1-3***

The program includes sessions on the public records act, the 1998 Allendale Courthouse fire, electronic records basics, records security, ethics and public records, and Hurricane Katrina and its aftermath. For details, [follow this link](#).

### ***PALMCOP, November 16***

The program will focus on disaster planning. For details, [follow this link](#).

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## News from the Wider World

### ***dPlan: An Online Disaster Planning Tool***

The Northeast Document Conservation Center and the Massachusetts Board of Library Commissioners recently released dPlan, a free web-based, fill-in the blank program for writing institutional disaster plans. To use it, log onto [www.dplan.org](http://www.dplan.org).

### ***Washington Technology, August 7, 2006***

[Showtime for e-Health Records!](#)

### ***San Diego Supercomputer Center Staff Help Nation's Archivists with Digital Preservation Expertise***

[http://www.sdsc.edu/Press/2006/08/082106\\_digital\\_preservation.html](http://www.sdsc.edu/Press/2006/08/082106_digital_preservation.html)



## A Final Word

As noted above, the FY 2006/2007 budget has been a bright ray of sunshine after so long under heavy cloud cover for the Archives and other state agencies. While it does not restore all that has been lost over the past five years, the new funding is quite welcome and greatly appreciated. As we look ahead, there are, as always, many challenges. These challenges, as well as opportunities, are now being identified in the Archives/SC SHRAB planning process which, in turn, will facilitate our setting informed priorities for resource allocation and activities for the next few years. Your help in providing input for the planning process through participation in online surveys and in focus group meetings over the past few months is greatly appreciated. The new Archives strategic plan and SC SHRAB state plan will be completed in 2007 and future issues of *On the Record, Online* will contain summaries of their key provisions and links to the full plans.

As always, if you have any comments or questions about the Archives' records program, please feel free to contact me.

Roy H. Tryon, CA, CRM

State Archivist and Records Administrator



## Links

### **Photo Gallery**

<http://www.palmettohistory.org/hunter/index.html>

### **Hunter Information Management Services, Inc.**

<http://www.hunterinformation.com>

### **Electronic Records Archives**

<http://www.archives.gov/era/>

### **Grant from NHPRC**

<http://www.state.sc.us/scdah/ergrant2003.htm#LongTerm>

### **NHPRC**

<http://archives.gov/nhprc/>

### **SC State Historical Records Advisory Board – New State Plan under development**

<http://www.state.sc.us/scdah/shrab/2006plan/2006planpage.html>

### **SC SHRAB Report on Findings and Issues**

<http://www.state.sc.us/scdah/shrab/2006plan/2006findings.htm>

### **FY 2006 Accessions**

<http://www.state.sc.us/scdah/rptannualgrps.pdf>

### **GSU Records Microfilmed**

<http://www.state.sc.us/scdah/2006gsumfm.htm>

### **SC Archival Association**

<http://www.state.sc.us/scdah/scaa.htm>

### **SC Public Records Association**

<http://www.scpra.org/>

### **PALMCOP**

<http://www.state.sc.us/scdah/palmcop/palmcop.html>

### **Civil War Symposium**

<http://www.state.sc.us/scdah/2006civilwar.htm>

### **dPlan: an Online disaster Planning Tool**

<http://www.dplan.org>

### **Showtime for e-Health Records!**

[http://www.washingtontechnology.com/news/21\\_15/statelocal/29082-1.html](http://www.washingtontechnology.com/news/21_15/statelocal/29082-1.html)

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